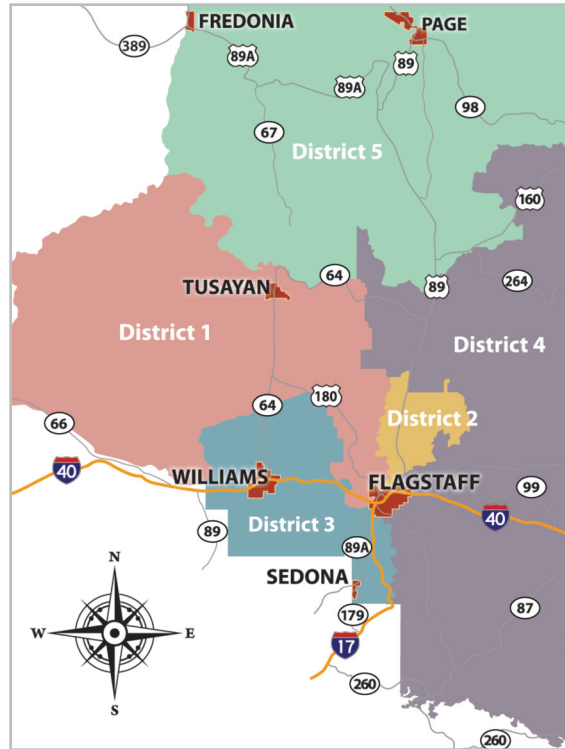




Prior to the submission of an application for a Conditional Use Permit, Zone Change, Subdivision, Variance, or a commercial project a pre-application meeting is required with the Community Development Department.



### COCONINO COUNTY COMMUNITY DEVELOPMENT

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## WHAT IS A

## PRE-APPLICATION MEETING?



COCONINO COUNTY  
COMMUNITY DEVELOPMENT  
DEPARTMENT



## The Pre-Application Process

### SCHEDULE A MEETING

Pre-application meetings are held the first and third Wednesday of every month between 9am and noon at the Community Development Department. Meetings are limited to 5 applicants and appointments are required.

### PREPARE MATERIALS

The more information you can provide about your project, the more staff will be able to give you guidance through the permitting process; at minimum, bring a site plan. Other helpful items include: elevation drawings and project description including use of the property, hours of operation, expected number of employees on-site, anticipated customer volume, etc.

### THE MEETING

The meetings are held in the Thomas Auditorium at the Community Development Department, 2500 North Fort Valley Road. Staff will introduce themselves and then call projects in the order the appointments were made. Some projects require only ten minutes, while others may take longer. For this reason, determining a specific time slot is typically not possible.

### DISCUSSION

Describe your proposed project. Each permitting division (Planning, Engineering, Environmental Quality and Building) will identify what permits and processes are required to complete the project and give you other advice and helpful tips.

### NEXT STEPS

Staff will direct you as to the next steps required in order to obtain the necessary approvals and initiate the project.



Staff from the following permitting divisions will be available for discussion at the pre-application meeting:

Planning and Zoning

Building

Engineering

Environmental Quality

Environmental Health

The Sustainable Building Program

Arizona Game and Fish



## Who Should Attend?

Any applicant whose project will be reviewed by the Planning and Zoning Commission is required to attend a pre-application meeting, as well as all commercial projects. This includes, but is not limited to:

Conditional Use Permits

Zone Changes

Subdivisions

Variances

Commercial projects

Potential buyers interested in a particular use of a property

Other uses as identified by staff

## How Does this Meeting Benefit Me?

The purpose of the Pre-application meeting is to provide direction in the development approval and permitting process. The intent is to help applicants navigate unfamiliar procedures and prevent surprises in the development process.

Prior to entering into binding commitments or incurring substantial expense, the applicant is informed about requirements from applicable Coconino County Departments so that they can determine project feasibility and understand expected timelines.